



# ADMINISTRATIVE NOTES

Newsletter of the Federal Depository Library Program

Vol. 13, no. 21

GP 3.16/3-2:13/21

October 31, 1992

## **LPS Resumes Classification Inquiry Services**

Now that the Library Programs Service (LPS) has implemented the use of the Acquisitions, Classification, and Shipment Information System (ACSIS), a number of changes and improvements are taking place in our services to depository libraries. LPS staff are now able to resume processing classification inquiries, and we are pleased to announce an enhanced method of receiving and responding to questions from librarians.

The "Classification Hotline" telephone inquiry service is being replaced by a fax service. Librarians will now be able to send inquiries to LPS by telefacsimile (fax), using telephone number **202-512-1196**. Librarians are encouraged to submit their questions to LPS by faxing the "Depository Inquiry Form," filled out as completely as possible with the details of their question.

**Please remember to include your library's fax number so LPS can respond to your inquiry.**

LPS believes this change will enhance the efficiency of inquiry processing, result in lower telephone expenses for libraries, and allow improved management of the inquiry resolution process.



## **Depository Logo Available on Disk**

The Depository Library Program logo, showing the stylized head and wing of an eagle curved around a book, is available to depository libraries in electronic format on diskette. To receive a disk free of charge, contact: Marketing Office (Stop SM), U.S. Government Printing Office, Washington, DC 20401. Specify whether you need a 3.5" or 5.25" disk. The file is in WordPerfect graphic format and can be retrieved into WordPerfect 5.0 and 5.1 and other compatible graphics programs.



## Survey to Identify Problem Item Numbers

The Library Programs Service (LPS) is taking a survey of all depository libraries to identify the most problematical item numbers currently in the system. Please list below the 10 most troublesome item numbers that you would like seen split out into a separate item number category. As time and resources allow, LPS staff will compile and research the 50 most troublesome item numbers, and split them out wherever appropriate.

There are presently over 7000 active item numbers in the system. Our primary goal in this project is twofold:

- 1) to provide relief from problem item numbers by allowing more selectivity, while
- 2) avoiding burdening the libraries with too many new surveys.

LIBRARY #: \_\_\_\_\_

ITEM NUMBERS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please return the survey by **January 4, 1993** to the following address:

Item Number Survey  
Library Programs Service (SLLA)  
U.S. Government Printing Office  
Washington, DC 20401



## **Your Suggestions Needed For Subject Bibliographies and Price List 36!**

GPO would like to upgrade the content, design and format of the **Subject Bibliography** series and **Government Periodicals and Subscription Services** (Price List 36). Our goal is to improve access to the government publications listed in these two titles. As primary users of these publications, depository libraries have a unique perspective on their usefulness.

You can help GPO by making suggestions concerning possible improvements. Suggestions could include, but are not limited to, the addition or deletion of certain data, type face and layout changes, improvements in indexing, or any other enhancements you believe would be useful.

As GPO would like to initiate these changes as soon as possible, please send us your suggestions within the next few weeks. Your comments should be sent to:

Chief, Records Branch  
U.S. Government Printing Office  
Sales Management Division (SSMR)  
Washington, DC 20402

You may also call (202) 512-2366 or fax your comments to (202) 512-2165.



## **Colors Reversed on November Monthly Catalog**

Due to a production problem the November 1992 Monthly Catalog cover was printed in reverse color: green on white instead of white on green. LPS regrets the error.





## LPS Phone Numbers

Director, LPS	202-512-1114	Chief, Depository	
Deputy Director	202-512-0146	Distribution Division	202-512-1014
Chief, Depository Services	202-512-1119	Chief, Depository	
Designation Specialist	202-512-1109	Processing Branch	202-512-1007
Chief, Cataloging Branch	202-512-1121	Chief, Depository	
Chief, Depository		Mailing Branch	202-512-1006
Administration Branch	Vacant	LPS Fax	202-512-1432
Chief, Acquisitions &		Claims Fax	202-512-1431
Classification Section	202-512-1063	Claims Fax	202-512-1429
Classification Fax	202-512-1196	FDLP Bulletin Board	202-512-1397
		Sysop, Bulletin Board	202-512-1126



## How and When to Contact the Library Programs Service

Depository libraries are required to submit their inquiries on a Depository Library Inquiry Form, GPO Form 3794 (see Exhibit J of the **Instructions to Depository Libraries**).

The Depository Library Inquiry Form greatly facilitates LPS' ability to respond to the majority of questions submitted. Additional copies of the Depository Library Inquiry Form can be obtained by writing to:

U.S. Government Printing Office  
Library Programs Service (SLLA)  
Washington, DC 20401

Some problems or questions are not suitable for the Depository Library Inquiry Form and should be handled differently:

1. Certain questions or services (e.g. obtaining copies of missing shipping lists) are best handled at the local or regional level. Depository libraries should contact a local or regional depository library if available, instead of contacting LPS.
2. Complex problems should be addressed to the specific unit within LPS that deals with that area of responsibility. Correspondence directed to the Library Programs Service should always include the depository library number, business phone number, and best time to call.

Contact points within LPS for specific areas of responsibility are listed below:

### **Library Programs Service policy**

Director  
Library Programs Service (SL)  
U.S. Government Printing Office  
Washington, DC 20401  
(202) 512-1114  
Fax: (202) 512-1432

### **Biennial Survey**

**Depository and regional depository responsibilities**

**Depository designations or operations**

**Inspections**

**Federal Depository Library Manual**

**Instructions to Depository Libraries**

**Superseded List**

Chief, Depository Services  
Library Programs Service (SLL)  
U.S. Government Printing Office  
Washington, DC 20401  
(202) 512-1119  
Fax: (202) 512-1432

### **Microfiche**

Chief, Micrographics Section  
Library Program Service (SLLA)  
U.S. Government Printing Office  
Washington, DC 20401  
(202) 512-1060  
Fax: (202) 512-1196

or:

Chief, Depository Administration Branch  
Library Programs Service (SLLA)  
U.S. Government Printing Office  
Washington, DC 20401  
(202) 512-1071  
Fax: (202) 512-1196

**GPO cataloging**  
**Monthly Catalog**  
**GPO Cataloging Guidelines**

Chief, Cataloging Branch  
Library Programs Service (SLLC)  
U.S. Government Printing Office  
Washington, DC 20401  
(202) 512-1121  
Fax: (202) 512-1432

**Acquisitions**

**Automatic/Direct mail**

**Classification**

**An Explanation of the Superintendent of Documents Classification System**  
**GPO Classification Manual**

Chief, Acquisitions and Classification Section  
Library Programs Service (SLLA)  
U.S. Government Printing Office  
Washington, DC 20401  
(202) 512-1063  
Fax: (202) 512-1196

or:

Chief, Depository Administration Branch  
Library Programs Service (SLLA)  
U.S. Government Printing Office  
Washington, DC 20401  
(202) 512-1071  
Fax: (202) 512-1196

**Item surveys/selection update**

Supervisor, Information Processing Unit  
Library Programs Service (SLLA)  
U.S. Government Printing Office  
Washington, DC 20401  
(202) 512-1153  
Fax: (202) 512-1196

## Claims

The library **must** follow the claiming procedure outlined in Chapter 3 of the **Instructions to Depository Libraries**. If the library does not receive a claim response within four weeks, then the librarian may inquire about the claim by submitting the Depository Library Inquiry Form. (Do not submit a second claim.)

Claims may be submitted by fax at (202) 512-1431 or (202) 512-1429.

### Unusual claim problems (any format)

Chief, Depository Mailing Branch  
Library Programs Service (SLDM)  
U.S. Government Printing Office  
Washington, DC 20401  
(202) 512-1007  
Fax: (202) 512-1431 or -1429

### Chronic distribution problems

Chief, Depository Distribution Division  
Library Programs Service (SLD)  
U.S. Government Printing Office  
Washington, DC 20401  
(202) 512-1014  
Fax: (202) 512-1431 or -1429





## Depository Library Council Members

### Term Expires September 30, 1993:

Gary Cornwell [CHAIR]  
Documents Department  
University of Florida Libraries  
Library West  
Gainesville, FL 32611  
(904) 392-0367  
FAX: (904) 392-7251  
E-Mail: GARCORN@NERVM.BITNET

Susan E. Tulis [SECRETARY]  
Documents Librarian  
University of Virginia  
Arthur J. Morris Law Library  
Charlottesville, VA 22901  
(804) 924-3504  
FAX: (804) 982-2232  
E-Mail: SET7C@VIRGINIA.EDU

Sandy Morton-Schwalb  
Director of Government Relations  
Special Libraries Association  
1700 18th St., NW  
Washington, DC 20009  
(202) 234-4700  
FAX: (202) 265-9317  
E-Mail: RDUGAN@GUVAX.BITNET

Robert Oakley  
Director, Georgetown University  
School of Law Library - Room 205  
111 G St., NW  
Washington, DC 20001  
(202) 662-9160  
FAX: (202) 662-9202  
E-Mail: ROAKLEY@GUVAX.BITNET

Mark Vonderhaar  
Electronic Publishing Projects Manager  
Congressional Information Service  
4520 East-West Highway  
Bethesda, MD 20814  
(301) 654-1550  
FAX: (301) 654-4033

### Term Expires September 30, 1994:

Miriam A. Drake  
Dean and Director of Libraries  
Georgia Institute of Technology  
Atlanta, GA 30332-0900  
(404) 894-4510  
FAX: (404) 894-6084  
E-Mail: MDRAKE@GTRI01.BITNET  
MDRAKE@GTRI01.GATECH.EDU

Beth Duston [CHAIR-ELECT]  
President  
Information Strategists  
814 Elm St.  
Manchester, NH 03101  
(603) 624-8208  
FAX: (603) 624-8222  
E-Mail: 71163.1402@COMPUSERVE.COM

Kay Schlueter  
Director, State Law Library  
Price Daniel Senior Bldg.  
PO Box 12367  
Austin, TX 78711  
(512) 463-1722  
FAX: (512) 463-1728

Honorable Richard J. Varn  
State Senator  
3163 Sandy Beach Road, NE  
Solon, IA 52333  
(319) 363-9196 (work)  
(319) 848-7533 (HOME)

John H. Weiner  
Energy Information Administration  
U.S. Department of Energy  
EI-23, Room BG-057 Forrestal  
Washington, DC 20585  
(202) 586-6537  
FAX: (202) 586-0114



**Term Expires September 30, 1995:**

Dr. William C. Cassell  
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 Heidelberg College  
 310 E. Market St.  
 Tiffin, OH 44883  
 (419) 448-2202  
 FAX: (419) 448-2124  
 E-Mail: WCASSELL@HEIDELBERG.EDU

Mr. William W. Ellis  
 Associate Librarian for Science &  
 Technology Information  
 Library of Congress LM-611  
 Washington, DC 20540  
 (202) 707-6928  
 FAX: (202) 707-2829  
 E-Mail: WELL@SEQ1.LOC.GOV

Ms. Carol D. Gordon  
 Coordinator  
 General Materials and Services Dept.  
 Milwaukee Public Library  
 814 West Wisconsin Ave.  
 Milwaukee, WI 53233  
 (414) 278-2167  
 FAX: (414) 278-2137

Ms. Judith Rowe  
 Manager of Research Services  
 Princeton University Computing and  
 Information Technology  
 87 Prospect Ave.  
 Princeton, NJ 08544  
 (609) 258-6052  
 FAX: (609) 258-3943  
 E-Mail: JUDITH@PUCC.BITNET

Mr. John (Jack) H. Sulzer  
 Head, General Reference Section  
 Pennsylvania State University  
 E108 Pattee Library  
 University Park, PA 16802  
 (814) 865-3819  
 FAX: (814) 865-1015  
 E-Mail: JHS@PSULIAS.BITNET (work)  
 U19@PSUVM.BITNET (home)



## Library Programs Service Fiscal Year 1992 Report

*Fiscal year (FY) 1992 was marked by significant improvements in the delivery of basic services, improvements in financial and management information systems, and enhanced interaction with the depository library community.*

### Mission

The Library Programs Service (LPS) administers the Federal Depository Library Program (FDLP) and the Cataloging and Indexing Program (C&IP) as authorized by Title 44, United States Code. In addition, LPS manages the distribution component of the International Exchange System (IES) Program for the Library of Congress. The programs are accomplished by the six basic functions of LPS: the acquisition, classification, format conversion, distribution, and bibliographic control of publications; and the inspection of libraries.

### Summary

Fiscal year (FY) 1992 was marked by significant improvements in the delivery of basic services, improvements in financial and management information systems, and enhanced interaction with the depository library community. Highlights include:

- The microfiche conversion backlog was eliminated, and those titles have been distributed.
- Titles distributed to the libraries by LPS increased by 25.2%, while the number of copies distributed by LPS rose 12.5%.
- Cataloging production also increased, as titles cataloged rose 7.9% over the FY 1991 level.
- Phase I of the Acquisition, Classification, and Shipment Information System (ACSIS) was implemented. ACSIS provides a consolidated source of information about publications at every stage in the LPS processing life cycle, from requisition and receipt to distribution.

- Financial and management controls over LPS operations, notably in the area of depository library printing expenses, received special attention. A number of improvements were initiated, with the cooperation of the Office of Financial Management (OFM) and the Office of Information Resources Management (OIRM), which will provide LPS with printing obligation information on a much more timely basis.
- The first annual Federal Depository Conference took place in April, and was attended by nearly 400 depository librarians.
- The first two meetings of the restructured Depository Library Council were held in October and April, and the discussion brought an increased focus on policy issues. The October meeting focussed on the dissemination of Government information in electronic format, while discussions at the April meeting centered on the Government Printing Office and its electronic future.

### Management Initiatives

LPS' management objectives for FY 1992 were established by the Superintendent of Documents, and included:

- eliminating the microfiche backlog;
- improving the timeliness of publication announcements in the **Monthly Catalog**;
- improving financial information systems in order to better manage the depository printing and binding expenses;
- reducing the cataloging backlog and evaluating alternatives for eliminating it;
- implementing the Acquisition, Classification, and Shipment Information System (AC SIS) system; and
- improving accountability, statistical reporting, and management controls throughout the Service.

By the end of the fiscal year significant progress was made in each of these areas, and management began the process of restructuring the Library Programs Service. This reorganization will enable the organization to operate with increased efficiency and effectiveness in the future.



## Distribution to Libraries

*... FY 1992 [was] the second consecutive year in which there was a significant increase in the number of titles and copies distributed and mailed.*

The Depository Distribution Division (DDD) is responsible for the receipt, shipment preparation, and physical distribution of the publications which LPS ships to the depository libraries, and for filling claims for items which were not received. During this fiscal year, extraordinary efforts were put forth by DDD to accomplish the distribution of the additional workload resulting from the elimination of the microfiche conversion backlog.

During FY 1992 DDD distributed and mailed 29,749,686 copies of 70,650 different titles in paper, microfiche, and electronic format, making FY 1992 the second consecutive year in which there was a significant increase in the number of titles and copies distributed and mailed.

LPS' distribution by format was:

	<b>Titles</b>	<b>Copies</b>	<b>% of Copies</b>
Paper	19,254	8,542,434	28.71%
Electronic	182	95,448	00.32%
Microfiche	50,114	21,111,804	70.96%
<b>TOTALS</b>	<b>70,650</b>	<b>29,749,686</b>	

Titles distributed increased 25.2% over FY 1991, while copies distributed increased by 12.5%.



*... the publications distributed by LPS were received correctly in the libraries over 99.7% of the time.*

In spite of these increases in the copies distributed, the total number of claims received (81,999) as a percentage of the total number of copies distributed by LPS is only 0.275%, up slightly from 0.22% in FY 1991. This finding indicates that the publications distributed by LPS were received correctly in the libraries over 99.7% of the time. Data from the Claims Processing System, which is used to track claims from receipt to fulfillment, revealed numerous instances of libraries submitting duplicate, invalid, or erroneous claims, suggesting that the accuracy of LPS' distribution operation is excellent.

The Mail Manifest System, which was fully implemented in May, 1991, allows determination for each shipment of whether United Parcel Service (UPS) or the Postal Service (USPS) is the least expensive carrier, and generates listings used by the carriers to track shipments. Postage savings throughout the fiscal year are estimated at least \$470,000 when compared with FY 1991 shipping costs.

A new Padlocker Carton Sealer was purchased and installed, replacing a unit nearly 20 years old. This replacement, once the initial debugging period was over, reduced downtime on the distribution line, and improved the throughput of materials being distributed.

Significant progress has been made on the Lighted Bin System enhancements. These enhancements to the system's software will allow a supervisor or zone operator to verify the proper operation of the electronics and zone bin light wiring at any time. This will greatly reduce the time it takes to detect malfunctioning hardware, resulting in more accurate shipments and a lower rate of claims. These enhancements are scheduled for installation during October, 1992.

The other key organization in the distribution cycle is the Depository Administration Branch (DAB), which manages the range of functions necessary to acquire, classify, and convert to microfiche publications for the FDLP and IES Programs. The two predominant DAB activities in FY 1992 were the implementation of ACSIS (the Acquisition, Classification, and Shipment Information System), and the final resolution of the microfiche conversion backlog.

At the beginning of FY 1992, the default of the microfiche contractor in August 1987 still adversely affected LPS operations and services. An inventory determined that over 19,000 titles were still awaiting conversion, a count significantly higher than previously estimated by LPS management.

As the microfiche backlog had not been eliminated, and in fact was far larger than previously suspected, the Superintendent of Documents directed that additional staffing resources be made available to LPS to resolve this situation. These resources ultimately included the services of the Inventory Team, program analysts from the Documents

Technical Support Group, typists from the Reports Control Branch, and a senior manager from the Documents Sales Service.

A variety of operational changes were tried experimentally, and a number were permanently implemented. The changes were intended to increase both contract capacity and the productivity of the Micrographics Section. One of the most important changes for the future of LPS is the creation of the "full-service" microfiche contracts. Under this concept, the contractor, in addition to microfiche conversion, mastering, and duplication services, also performs distribution to libraries and fills any resulting claims. The first "full-service" contract was awarded at a very favorable cost to the Government, and significantly increased LPS' distribution capacity. When appropriate, this feature will be phased into LPS' microfiche contracts as they come up for renewal.

Another successful change was the use of the PICS system to enter print orders for LPS' microfiche contracts. Use of this system reduced the agency's costs by eliminating the redundant keying of the print order information, while the edits built into PICS improved the accuracy of LPS' print orders.

During FY 1992, 51,214 microfiche titles (21,111,804 copies) were distributed, up from 35,251 microfiche titles (17,072,762 copies) distributed in FY 1991, an increase in titles of 45.3%. This dramatic increase resulted from the elimination of the microfiche conversion backlog, and the subsequent shipment of those publications to the libraries.

In FY 1992 the Acquisitions and Classification Section (ACS) processed a total of 88,964 publications, consisting of 58,604 new publications classified and 30,360 duplicate receipts which were identified and removed from the processing stream. This rate of duplicates identified reversed the recent trend of reductions in the percentage of duplicates received which ACS must process out.

Through the intensive joint efforts of OIRM and LPS, ACSIS Phase I has been successfully implemented. Phase I consists of the automation of the classification shelflist and certain manual requisition and receipt activities. Subsequent phases will incorporate serials control, microfiche conversion, shipping list generation, and financial data. ACSIS is designed to eliminate redundant manual files previously maintained by a variety of Sections, and to build a comprehensive record of each publication in the depository library system. Use of these records should increase accuracy and consistency in ordering, improving accountability while reducing overages, shortages, and back-to-press charges. Contractor deficiencies will also be identifiable at the point of receipt, thus allowing timely corrective action by GPO.

The passage of several years, coupled with the workflow changes resulting from the implementation of ACSIS, revealed several areas in the **GPO Classification Manual** which needed revision and updating. Several Library Division personnel have worked together on a thorough overhaul of the **GPO Classification Manual**, and publication of the revised edition is expected early in FY 1993.



## Cataloging and Indexing

*... hearings were cataloged within ten calendar days of the date on which the hearing was shipped to the depository libraries.*

Bibliographic control of all unrestricted Government publications is the responsibility of the Cataloging Branch (CB), which is also charged with the preparation of the **Monthly Catalog of U.S. Government Publications**. During this fiscal year, a total of 31,764 items were cataloged compared to 29,426 items cataloged in FY 1991, an improvement of 7.9% over the previous year. However, the backlog of titles received in the Cataloging Branch which are awaiting cataloging increased from 9,813 to 19,633. An estimated 14,100 additional titles which will ultimately be processed by the Cataloging Branch have been received in LPS and are in process. This considerable increase in the cataloging backlog resulted from the elimination of the microfiche backlog, which brought the receipts of new work in the cataloging operation up to 50,622 titles, over 17,000 more than the next highest year, FY 1990.

The abridged cataloging project continues to be a highly productive method for cataloging the two lowest priority categories of publications, with a total of 3,993 titles cataloged in FY 1992. Additional titles were chosen to receive abridged cataloging. Backlogs in low priority material such as ERIC microfiche, Defense technical manuals and Nuclear Regulatory Commission technical reports made them perfect candidates to receive abridged cataloging. Evaluating other items in the backlog to receive abridged cataloging continues to be a top priority for the Cataloging Branch staff.

As the Cataloging Branch searched for opportunities to improve productivity, the decision was taken to reduce the scope of the personal names and subject headings authority functions. After notifying the cataloging user community and the Library of Congress, LPS limited the labor-intensive authority record processing to certain Congressional publications, public laws, and maps. These careful reductions in these cooperative efforts permitted LPS to continue in its cooperative efforts with the Library of Congress, producing high quality cataloging while still enhancing productivity. In FY 1992, the Library of Congress noted GPO's contribution to the National Cooperative Cataloging Projects by awarding LPS a certificate in appreciation of GPO's contribution of the 100,000th cooperative bibliographic record.

Other methods were initiated to handle the increased workload. New cataloging receipts, consisting of titles issued in 1992, received top priority cataloging, in an effort to improve timeliness of bibliographic control. This change still left a substantial backlog of pre-1992 titles in the backlog, with little immediate relief in sight.

Therefore, early in 1992 the decision was made to initiate a cataloging service contract for two select groups of 1,000 titles each. This contract, which is expected to be awarded in the first quarter of FY 1993, was intended to allow LPS to gain contracting experience, test an enhanced quality control and sampling plan, and establish a firm foundation for a proposed large-scale contracting effort intended to eliminate the backlog in FY 1994.

The Cataloging Branch also designed and conducted a tracking project to determine the system throughput time for cataloging high priority Congressional hearings. This project's results showed that the hearings were cataloged within ten calendar days of the date on which the hearing was shipped to the depository libraries.

## Library Inspections and Outreach

*The highlight of LPS' increased outreach effort was the first annual Federal Depository Conference, whose theme was "Public Service in the 1990's."*

The Depository Services Staff (DSS) coordinated the 5th Annual Interagency Depository Seminar. This seminar was presented by eight federal agencies: GPO, Library of Congress, Patent & Trademark Office, Office of the Federal Register, National Technical Information Service, the Bureau of the Census, Copyright Office and the Bureau of Labor Statistics. Seventy librarians attended this very popular seminar, which had a waiting list of over fifty librarians who could not be accommodated.

The highlight of LPS' increased outreach effort was the first annual Federal Depository Conference, whose theme was "Public Service in the 1990's." The conference was attended by nearly 400 depository librarians from all over the nation, and encompassed many of the continuing education functions of the previous Council meetings. GPO speakers, including the Public Printer, the Superintendent of Documents, and the Director, Library Programs Service, presented GPO's plans for incorporating the new electronic technologies into GPO operations and the Depository Library Program. Guest speakers from other Federal agencies, the depository community, and academia spoke on different aspects of providing depository library service to the public.

Two hundred and five depository libraries were inspected during FY 1992, a 26.5% increase over the 162 inspected in FY 1991. At this rate, only 14.6% of all depositories were inspected in FY 1992, and the average period of time between inspections at a given library is 6.85 years. This improvement in inspections is a direct result of hiring and training two additional library inspectors in the Spring of 1992, bringing the total complement to four. In FY 1993, the statutory cap on the S&E travel budget, coupled with sharp increases in airline and other travel costs, will be the most limiting factor to the inspection effort. Although the S&E travel cap was raised to \$120,000 for FY 1993, LPS will seek additional increases in future years.



Nine libraries were designated depositories during FY 1992, while four libraries relinquished their depository status. At the end of FY 1992 there were 1,405 libraries in the FDLDP, of which 53 were Regional Depositories. Regional depository services now cover all states and territories with the exception of the state of Delaware. Only five libraries were placed on probation as a result of deficiencies discovered during inspections, a substantial improvement over FY 1991 when the conditions in 18 libraries warranted probationary status.

The revision of the **Instructions to Depository Libraries** and the **Superseded List** have been completed, and both titles were printed and distributed in FY 1992. Twenty-six depository librarians worked with the Depository Services staff on the revision of the **Superseded List**, which was distributed to all depositories in paper format. A diskette version is also available to the depositories upon request. The revisions to the **Federal Depository Library Manual** are nearly completed, and it should be published in FY 1993.

JUDITH C. RUSSELL  
Director, Library Programs Service



# Contractor-Issued Microfiche Shipping Lists

October 22, 1992

1992-07

Shipping List #	Shipping List Date	Contractor	Contract #
92-2182-M	10/9/92	B&B	791
92-2183-M	10/9/92	B&B	791
92-2184-M	10/9/92	B&B	791
92-2185-M	10/9/92	B&B	791
92-2204-M	10/9/92	B&B	791
92-2210-M	10/9/92	CMC	326
92-2211-M	10/9/92	CMC	326
92-2212-M	10/9/92	CMC	326
92-2213-M	10/9/92	CMC	326
92-2205-M	10/19/92	B&B	791
92-2206-M	10/19/92	B&B	791
92-2207-M	10/19/92	B&B	791
92-2208-M	10/19/92	B&B	791
92-2345-M	10/19/92	CMC	326
92-2346-M	10/19/92	CMC	326
92-2347-M	10/19/92	CMC	326
92-2348-M	10/19/92	CMC	326
92-2349-M	10/19/92	CMC	326
92-2444-M	10/19/92	CMC	326
92-2445-M	10/19/92	CMC	326
92-2446-M	10/19/92	CMC	326



# Update to the List of Classes

October 26, 1992

1992-10

Class no.	Item no.	Change/Notice
C 55.51:	0250-E-33	Coast and Geodetic Survey C & GS Update. New.
C 59.11/5:	0228	National Income and Product Accounts of the United States. New.
HE 20.7125/2:	0599	NIOSH Health Hazard Evaluation Report. (series) New.
I 1.3/3:	0603-M	Enjoy Outdoors America Bulletin. (monthly) New.
J 28.14/2-2:	0968-H-10	National Institute of Justice Journal. (monthly) New.
L 2.3/4-3:	0768-A-01	Career Guide to Industries. (annual) New.
L 35.11/3:	0766-J	Fatal Facts: Accident Report. (quarterly) New.
NF 2.8/2-30:	0831-B-04	Theater, Support to Individuals. (annual) New.

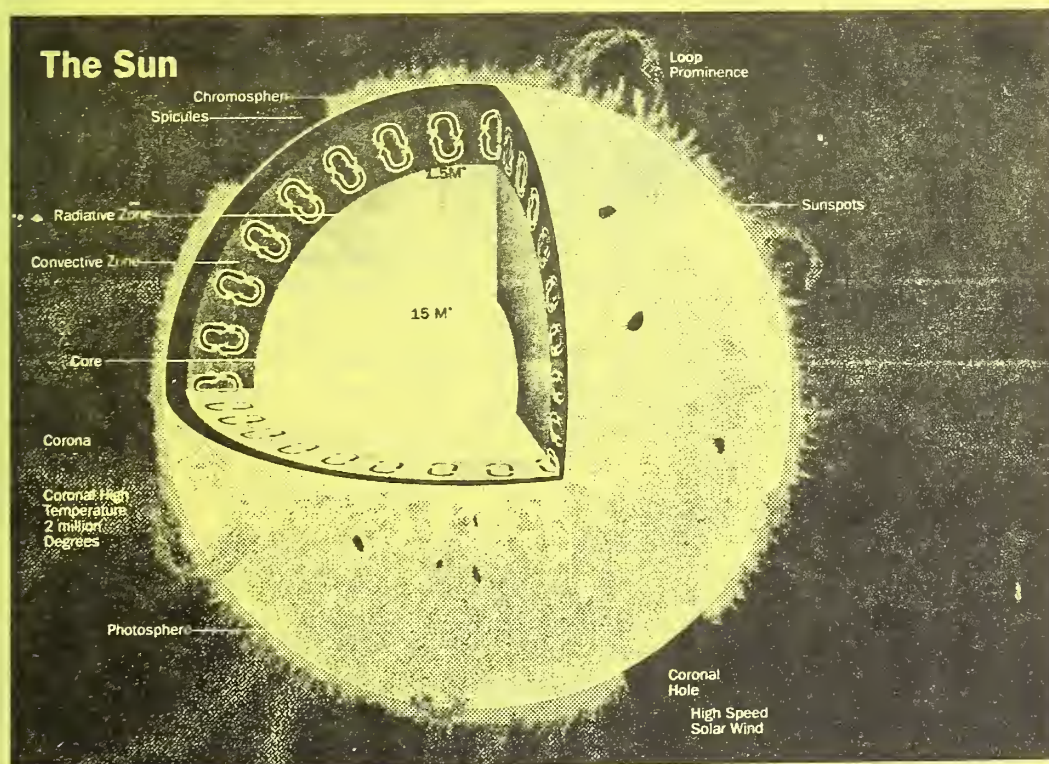


Figure 1. Cut-away view of the Sun

*Illustrations on pages 19-20 are from NASA Educational Briefs for the secondary-level classroom, EB-106, 3/92. SuDocs NAS 1.69:106*

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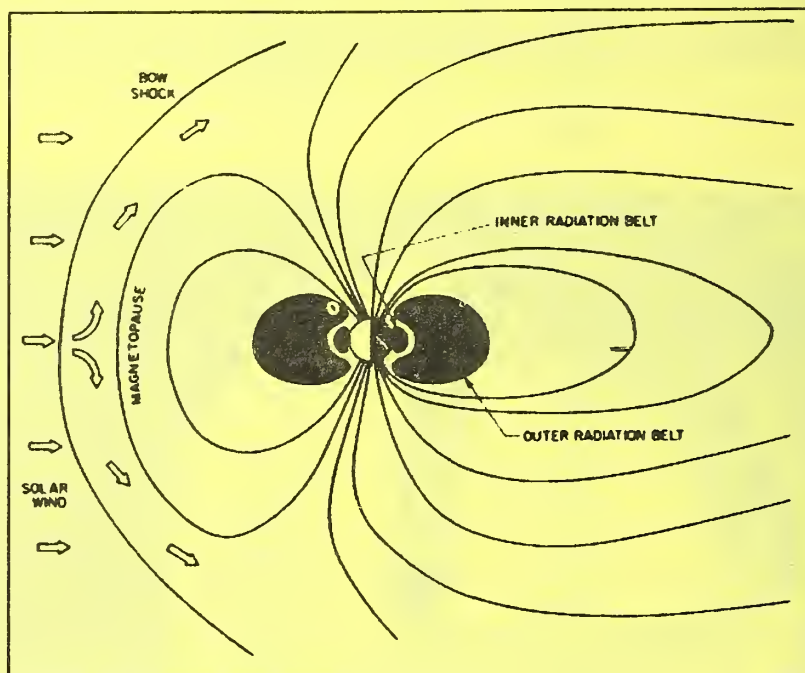


Figure 3. Earth's magnetosphere

*Administrative Notes* is published in Washington, DC by the Superintendent of Documents, Library Programs Service, Government Printing Office, for the staffs of U.S. Federal Depository Libraries. It is generally published twice a month; some months have additional issues. Postmaster send address changes to:

The Editor, *Administrative Notes*  
 U.S. Government Printing Office  
 Library Programs Service, SLL  
 Washington, D.C. 20401

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